



West Side Main Streets Matching Grant Program

Lincolnway West Western Avenue

2016 Program Guidelines



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2016 Program Guidelines

The Matching Grant Program

In partnership with the City of South Bend, the Urban Enterprise Association (UEA) is pleased to offer the West Side Main Streets Matching Grant Program to provide funding for qualifying exterior improvements to commercial, mixed use, and industrial buildings located on Lincolnway West and Western Avenue. The program will assist in funding well-designed projects that make a noticeable visual improvement to the street and are consistent with the goals of the *West Side Main Streets Plan*.

Purpose

The intent of the West Side Main Streets Matching Grant Program is to

- enhance the appearance, value, and character of corridor properties,
- encourage investment by business and property owners along the corridors,
- generate additional sales for corridor businesses, and
- promote the walkable development pattern envisioned by the *West Side Main Streets Plan*.

The program is not intended to support deferred maintenance.

Grant Terms

Grant Share (of total project cost)	50%
Maximum Grant Amount	\$25,000 (50% of a \$50,000+ project)
Minimum Grant Amount	\$1,000 (50% of a \$2,000 project)
Minimum Private Investment	\$1,000

The grant is structured as a rebate program; you must complete the project and contribute your private match before grant funds are issued to you.

Architectural Services

Basic architectural services, such as conceptual drawings and recommendations on materials, are provided free of charge to applicants as part of this program. Architectural services will be provided following submission of the pre-application. If you require complete architectural services, such as full construction or engineering sets, you should hire your own architect. If you choose your own architect, the UEA's architect will review your proposed project for consistency with these program guidelines.

Eligibility

To be eligible for a matching grant, the business or property must have frontage on the street within the following boundaries:

- **Lincolnway West:** between LaSalle Avenue and west city limits (near Maplewood Avenue)
- **Western Avenue:** between William Street and west city limits (near Mayflower Road)

The improvements should be visible from the street and be consistent with the provisions of the *West Side Main Streets Design Guidelines*. Property taxes must be current. The property must not be listed for sale.

Projects may be comprised of one eligible item or any combination of eligible items. Preference is given to projects that address multiple, more comprehensive improvements. For projects not listed below, you must submit a written request for special consideration.

Projects Eligible for Grant Funding

- Restoration of façade to original or comparable appearance
- Restoration of architectural features
- Painting or other appropriate façade treatments of exterior surfaces
- Awnings and canopies (fabric or metal)
- Signs, especially those designed as an architectural element of the building
- Murals and public art
- Decorative lighting (dark sky compliant) that highlights the front of the building
- Window or door replacement, using clear glass
- Brick or masonry cleaning and tuck pointing
- Landscaping
- Decorative fencing (wrought iron or decorative aluminum)
- Curb and sidewalk
- Outdoor areas for seating and other commercial purposes

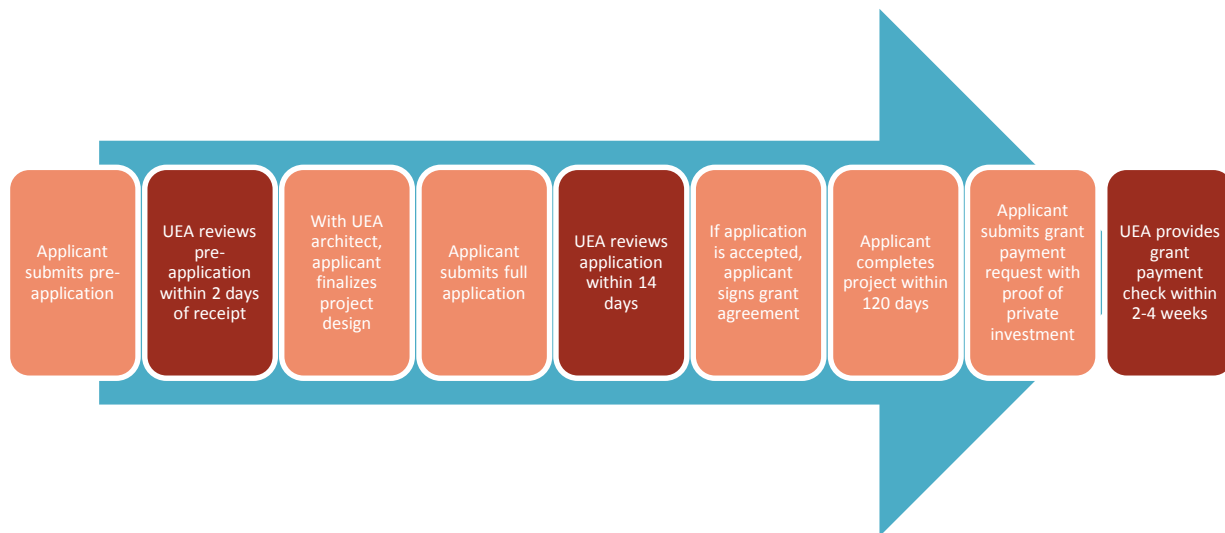
Projects Not Eligible for Grant Funding

- Interior improvements or improvements to single-use residential buildings
- Improvements not visible from the street
- Regular and deferred maintenance items
- Removal or enclosure of architecturally important features
- Pole signs
- Chain link fencing
- Roof replacement or repairs, except when serving as an architectural element
- HVAC systems
- Parking lot paving
- Security systems, including window or door bars or security gates
- Demolition of structures
- Alterations that decrease accessibility for people with disabilities
- Environmental consulting, hazardous material testing services, or abatement costs
- Property acquisition
- Improvements in progress or completed prior to grant approval

Grant Process

1. Review the West Side Main Streets Matching Grant Program Guidelines.
2. Submit the matching grant pre-application form. The UEA will review the pre-application to verify qualification.
3. Meet with the UEA and its architect at the project site to discuss the proposed improvements. The UEA architect will assist you with design concepts. The UEA will then send an application to you.
4. Using the design concepts, contact at least two (2) **licensed** contractors to obtain detailed written estimates for your project. You must call the Building Department at (574) 235-9554 to verify that your contractors are licensed. Estimates should be provided by local contractors when possible. **At least two itemized estimates for an identical scope of work for each project component are required with the application.** All labor, sales taxes, and permit fees should be included in the estimates. When appropriate, provide color and material samples with the application.
5. Submit the application. **Applications will be awarded on a first-come, first-served basis.** Applications may be submitted at any time, but will not be accepted after September 30, 2016. A completed application must include the following:
 - Completed application form;
 - At least two (2) estimates from **licensed** contractors that detail scope of work with itemized prices. Estimates should include all labor, sales taxes, and permit fees; and
 - Color and material samples for the work to be performed (when applicable).
6. The UEA will review applications for completeness and scope of work and then will approve or reject the application. You will receive notice of this decision. Any grant award will be determined based on the cost of the lower of the two estimates.
7. If your application is accepted by the UEA, sign the grant agreement. **Grant payment will not be made if work begins prior to the grant agreement signing.**
8. Provide the UEA with a copy of any required building or sign permits prior to beginning the project.
9. Complete your project as approved. Projects must be completed within 120 days of approval; extensions can be granted under special circumstances.
10. Notify the UEA when your project is completed. Provide your grant payment request with proof of private investment, such as paid invoices or receipts, to the UEA. **Payment will not be distributed until proof of your private investment is submitted and the project is completed as determined and approved by the UEA.** The grant check will be made payable to you. You are responsible for providing full payment to your contractor(s). Payment processing may take 2-4 weeks following final project acceptance.

Grant Process at a Glance



Additional Information

- All work on approved projects is subject to City building and zoning codes and must follow all permit and inspection procedures as outlined by the City of South Bend Building Department.
- Grantee is responsible for all project costs until the project is completed as approved and the grant payment is made.
- A maximum of one grant may be received per property address per year.
- The UEA reserves the right to reject any and all applications up to the time of the grant agreement signing. The specific program guidelines detailed herein are subject to revision or amendment by the UEA. Subject to the availability of program funding, the UEA may discontinue this program at any time.

For more information on the *West Side Main Streets Plan*, the *West Side Main Streets Design Guidelines*, and revitalization efforts along Lincolnway West and Western Avenue, visit the West Side Main Streets page online at www.southbendin.gov/corridors